



**State of New
Hampshire
Department of
Education**

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Messages From the Department of Education

June 2014

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CERTIFICATION

A. Alternative 4 or Alternative 5 Certification Plans

For districts with educators who are on their second year of Alternative 5 plans or their third year of Alternative 4 plans, please be aware that the completed plans are due by June 30, 2014. After that date they are no longer eligible for an intern license. The end of plan requirements can be found on the Web site at www.education.nh.gov/certification (Alternative 4 or 5 Handbook).

Contact: Rilma Fox, (603) 271-3873, Rilma.Fox@doe.nh.gov

B. New Endorsements

Elementary Mathematics Specialist for grades K-6 is newly available. The Physical Science endorsement (grades 7-12) has been reactivated. Applicants for these endorsements who have not completed a teacher preparation program in the endorsement area should use the paper application option found on the Bureau of Credentialing Web site at www.education.nh.gov/certification.

Contact: Ginny Clifford, (603) 271-3455, Virginia.Clifford@doe.nh.gov

C. Middle Level Science endorsement

A new Middle Level Science endorsement is to be issued for grades 5-8. This will align the Middle Level Science endorsement with the grade ranges of the other middle school endorsements in Math, ELA, and Social Studies. Educators who currently hold the grade 5-9 Middle School Science license will be renewed with the same endorsement. Newly endorsed educators will receive a license for grades 5-8.

Contact: Ginny Clifford, (603) 271-3455, Virginia.Clifford@doe.nh.gov

D. New Reading Test

Beginning July 1, 2014, applicants for the following endorsement areas will be required to pass the NH Foundations of Reading Test; Early Childhood Education, Elementary Education, Reading and Writing Teacher, and Reading and Writing Specialist. This test is offered by Evaluations System of Pearson. For more information about the test see www.nh.nesinc.com.

Contact: Ginny Clifford, (603) 271-3455, Virginia.Clifford@doe.nh.gov

E. Praxis Exams

Please be certain to have your educators check the New Hampshire information page on the ETS Web site (www.ets.org/praxis/nh/requirements) before they choose to take a test. ETS may still be offering tests in other parts of the country that NH has dropped. Students need to find the correct test number for New Hampshire to be certain they take the right test.

Contact: Ginny Clifford, (603) 271-3455, Virginia.Clifford@doe.nh.gov

F. Renewal Late Fee

The late fee (\$50.00) has been re-instated and will apply to all employed educators whose transmittal form (postmarked) or online renewal is received after June 30, 2014. The late fee had been suspended while we adjusted to the new online renewal process.

Contact: Lisa Landenberger, (603) 271 2409, Lisa.Landenberger@doe.nh.gov

DATA

A. End Of Year (EOY) i4see (Initiative for School Empowerment and Excellence) Data Collection Due Dates

i4see has set the following dates as the end of year submission schedule:

- June 2 - July 15 – Sped Public Submission and EOY Enrollment for sped nonpublic students
- June 2 - July 15 – Final EOY Submissions (both EOY Enrollment and EOY Academic) submissions should be district verified by July 15th – Do NOT certify at this time
- June 2 - July 15 – State Scholar submissions for participating High Schools are due
- July 15 - August 1 – All state anomalies MUST be resolved and District Reports confirmed
- August 1st – Superintendents “certify” EOY submissions and print, complete, sign and send *Tuition Report Receiving, Nonpublic 13-14 Special Education Students (A13N), and Nonpublic 13-14 Non-Special Education Students (A13 Other)* reports
- August 1 - October 1 – The DOE will review all submissions and contact schools with questions
- November 1st (or sooner, if complete) – Superintendents should print, sign, and submit remaining end of year reports (including ADM Report and Determination Sign Off)

Also, please remember that Submission Course and Student Class Submissions are required. Please submit these files by the end of July.

Contact: Sandy Hyslop, (603) 271-2831, Sandy.Hyslop@doe.nh.gov

B. Evaluation of Staff Data Collections

The NH Department of Education is required to report aggregate staff evaluation data (teacher and principal) annually to the US Department of Education. There are two Evaluation of Staff Collections that were released at the beginning of May and were due on May 19th.

1. The Evaluation of Teachers Data Collection (waiver annual protocol requirement) needs to be completed by all public school principals and certified by the superintendents.
2. The Evaluation of Principals Data Collection (waiver annual protocol requirement) needs to be completed by all Superintendents (not required for charter schools).

Contact: Gretchen Tetreault, (603) 271-5874, Gretchen.Tetreault@doe.nh.gov

C. 2013-2014 Immigrant Students Data Collection

The New Hampshire Department of Education is required to report aggregate immigrant data annually to the US Department of Education. In addition, the data are used to monitor and report performance on programs and activities supported by the Elementary and Secondary Education Act (ESEA), as amended. The Immigrant Student Data Collection needs to be completed by all superintendents and was due by May 19th. Immigrant children and youth means individuals who:

- a. are aged 3 through 21;
- b. were not born in any *State; and
- c. have not been attending one or more schools in any one or more *States for more than 3 full academic years.

Contact: Andrea Somoza-Norton, (603) 271-2034, Andrea.Somoza-Norton@doe.nh.gov

D. School Board Members

In accordance with RSA 671:31, the forms that were sent out to update information about school board members should be returned to the Bureau of Data Management as soon as possible. (Thank you to all the districts that have submitted this report already!)

Contact: Sandy Hyslop, (603) 271-2831, Sandy.Hyslop@doe.nh.gov

E. School District Calendars for 2014- 2015

School District Calendars should be sent to the Bureau of Data Management as soon as they are approved by the district, entered, and certified in ESS (Education Statistics System).

Contact: Sandy Hyslop, (603) 271-2831, Sandy.Hyslop@doe.nh.gov

F. School Safety Data Collection

The School Safety Data Collection for school year 2013-2014 was released on June 2nd. This data collection should be completed by principals and certified by the superintendents after the last day of school. After the data is entered, superintendents will need to review the completed data collections and certify them on-line no later than Friday, July 11, 2014. Please remember that submission of this data is required by RSA 193-E:3, Delivery of an Adequate Education.

Contact: Gretchen Tetreault, (603) 271-5874, Gretchen.Tetreault@doe.nh.gov

G. Teacher Salary Schedules

Please be sure to send the 2014-2015 teacher salary schedules as soon as they have been determined for next year.

Contact: Sandy Hyslop, (603) 271-2831, Sandy.Hyslop@doe.nh.gov

GRANTS and REQUESTS FOR PROPOSALS

A. Title III (English Language Acquisition) Subgrant

The NH DOE is inviting eligible LEAs (or LEA consortia) to apply for a Title III subgrant for 2014-2015. Interested LEAs must send an e-mail notifying

Andrea.Somoza-Norton@doe.nh.gov of “INTENT TO APPLY,” no later than Friday, August 15, 2014, and submit a completed application by Friday, August 29, 2014. All Title III grant resources can be viewed at www.education.nh.gov/instruction/integrated/title_iii.htm. Title III of the No Child Left Behind Act provides funding to supplement the core language instructional program/services, which all LEAs are required to offer to English Language Learners (ELLs) by Federal law, Title VI of the Civil Rights Act of 1964. Eligible LEAs or consortia may apply for this funding for the purposes of: developing high-quality language instructional programs for ELLs (referred to as Limited English Proficient (LEP) children and youth in NCLB) and providing professional development for educators working with ELLs and their families.

Contact: Andrea Somoza-Norton, (603) 271-2034, Andrea.Somoza-Norton@doe.nh.gov

ALL RFPs Can be Found on the Department Website at
www.education.nh.gov/rfp/index.htm

B. Assessment and Accountability Technical Advisor

The purpose of this RFP is to seek proposals for an individual or organization to serve the NH DOE as a technical advisor for the assessment and accountability program and initiatives. This includes the NH DOE’s transition to the Smarter Balanced Assessment, the New Hampshire Educator Evaluation System and next generation accountability models. Proposal Submission Deadline: 4:30 p.m., Friday, June 20, 2014.

Contact: Scott Mantie, Ph.D., (603) 271-3844. Scott.Mantie@doe.nh.gov

C. Assessment and Accountability Systems Technical Assistance

The purpose of this RFP is to seek proposals for an organization or individual to provide technical assistance to the NH DOE’s Bureau of Assessment and Accountability in the area of adequacy and accountability. A successful applicant will provide a narrative and work plan detailing their expertise and approach to meeting the priorities below. Proposal Submission Deadline: 4:30 p.m., Friday, June 20, 2014.

Contact: Scott Mantie, Ph.D., (603) 271-3844. Scott.Mantie@doe.nh.gov

D. State Institutions Career and Technical Education Projects

The NH Dept. of Education seeks applications for grants to create, expand, or improve career and technical education, and other occupational skill development programs, for either of two populations: 1) incarcerated juveniles and/or adult offenders or 2) individuals with disabilities. From \$50,000 to \$60,000, or 1% of the State grant under the Carl D. Perkins Career and Technical Education Act of 2006, are available for one-year grants. Project funds are 100% federal. Proposals Due: June 23, 2014 by 4:30 p.m. Eastern Time.

Contact: Laurie MacRae, (603) 271-3888 or Laurie.Macrae@doe.nh.gov

E. Higher Education Partnership Projects

This request for proposals is for projects that will increase teacher knowledge of core subject matter and effective instructional strategies, and be designed to document application of the knowledge and pedagogy in the classroom to increase student achievement. Projects may

include the development of core content knowledge for principals and assistant principals (as appropriate) to serve as effective school leaders. Proposals must be submitted by an accredited New Hampshire institution of higher education. Eligible partnerships must be comprised of at least (1) one institution of higher education (IHE) including its division that prepares teachers and principals, (2) one school of arts and sciences, and (3) one high-need local education agency (LEA). Deadline For Receipt of Proposals: 4:00 p.m. on Thursday, June 12, 2014.

Contact: Ashley Frame, (603) 271-6579, Ashley.Frame@doe.nh.gov

F. Independent Living

The State of New Hampshire, Department of Education, Division of Career Technology and Adult Learning, requests proposals to provide independent living services to individuals with significant disabilities. Deadline for Receipt of Proposals: 4:00 p.m., Friday, June 13, 2014.

Contact: Joan E. Holleran, (603) 271-3471, Joan.Holleran@doe.nh.gov

HEARINGS

Ed 513.01 and Ed 513.03 - Requirements for Initial Certification Including Basic Academic Skills and Subject Area Assessment and Highly Qualified Teacher

A public hearing will be held at 11:00 a.m. on June 12, 2014 in the State Board Room, Department of Education 101 Pleasant Street, Concord NH 03301. Deadline for written comment will be June 26, 2014.

Contact: Mary Mayo, (603) 271-3189, Mary.Mayo@doe.nh.gov

INNOVATIONS/INITIATIVES

A. Student Learning Objectives (SLOs)

The New Hampshire Department of Education is pleased to announce its partnership with the NEA-NH and the Center for Assessment through a grant from NEA to develop a statewide understanding of Student Learning Objectives (SLOs). This three-year grant will provide training to approximately 90 educators. The training will include developing expertise in all areas of the SLO process: development, implementation and dissemination. Members of NEA-New Hampshire will receive an invitation to complete an application to participate in the project. In year one, participating educators will develop a base of knowledge by piloting a student learning objective. They will build on their knowledge in year two by mentoring other educators in the SLO process and by sharing their experiences. Year three will further develop their expertise through an improvement cycle and continued outreach and mentoring on the systemic use of SLOs. The result of this work will be improved instructional practices around setting student goals, the use of data to guide instruction, the use of formative assessment and improved student learning. For more information please go to <http://nhnea.wordpress.com/2014/05/20/nea-nh-seeking-educators-to-lead-slo-implementation/>.

Contact: Karen Soule, (603) 271-6813, Karen.Soule@doe.nh.gov

TECHNICAL ASSISTANCE ADVISORY

A. Statewide Assessments and Course Materials

The NH DOE has issued a technical assistance advisory pertaining to the Statewide Assessments and Course Materials. This advisory, as well as previous advisories, can be found on the Department's Web site at www.education.nh.gov/standards/tech_advisories.htm.

Contact: Scott Mantie, (603) 271-3844, Scott.Mantie@doe.nh.gov

PROFESSIONAL DEVELOPMENT

A. Career and Technical Education (CTE)

The New Hampshire Career and Technical Association (NHCTA) is partnering with the New Hampshire Association of Special Education Administrators to jointly provide professional development around all elements of Career and Technical Education (CTE) programs offered throughout New Hampshire. The objective is to give students, parents/guardians, guidance counselors, teachers, specialists, administrators, as well as any other interested parties a clear understanding of the design, workings and ambitions of CTE programs. In doing so, we hope to assist students, and those supporting them, to formulate the most meaningful, successful and relevant post-secondary transitional plans possible. Additional phases of this initiative will involve other partners, including NH Vocational Rehabilitation, as we expand the focus to defining the full spectrum of offerings available to students. The first phase of the curriculum will be developed this summer and input will be sought throughout the process. Professional development will happen in the fall of 2014 with full implementation realized in the winter of 2015 when CTE enrollment requests are submitted by students for admission to their local CTE center.

Contact: Lisa Danley, (603) 271-3867, Lisa.Danley@doe.nh.gov

B. Next Steps NH High School Pilot Sites Request For Applications

New Hampshire high schools are eligible to apply with the endorsement of their superintendent. The selected applicants will receive training and coaching to implement evidenced-based transition practices within a comprehensive Transition Focused Education Framework in the Fall of 2014. Some of the practices will involve family engagement strategies and Extended Learning Opportunities (ELOs). In addition, pilot sites will also have the option of implementing Rehabilitation for Empowerment, Natural supports, Education, and Work (RENEW). For more information on the Next Steps NH visit our web site at www.education.nh.gov/instruction/special_ed/nextstepsnh.htm. Application due date is June 30, 2014.

Contact: Donna Couture, (603) 271-1536, Donna.Couture@doe.nh.gov

C. School Culture, Climate, & Positive Behavior Support Conference

Schools and communities continue to face obstacles to address behavior, climate, safety, and academic achievement. Establishing a safe school environment using a multi-tiered system of support is related to improved outcomes for all students. This year's conference theme is *What Works: Effective Strategies within Multi-Tiered Systems of Support* and will

include presentations by national leaders, New Hampshire educators, youth, and community partners, plus opportunities for teams to work together, and instruction on cutting-edge strategies for school improvement. Join other educators, administrators, parents, youth, community members, and service providers and learn to work on making our schools and communities safe while supporting the social, emotional, and behavioral health of all children and youth. This conference will take place at SERESC Event & Conference Center in Bedford on August 20-21, 2014. For more information, to download a brochure, and to register, please visit www.iod.unh.edu/events or call Sarah O'Rourke at (603) 228-2084.

D. Summer MATH Institute!

The August 5th & 6th, *Teaching to the Common Core Standards for Mathematical Practice Institute*, co-sponsored by NHASCD and Pinkerton Academy, will involve simultaneous but separate workshops for high school teachers and middle school teachers on understanding and implementing the Common Core Standards for Mathematical Practice (SMPs). For more information go to www.cvent.com/events/aug-5th-6th-2014-teaching-to-the-common-core-standards-for-mathematical-practice-institute-at-pinker/event-summary-ec0e285e8a324ac884e50200bcc24e1f.aspx.

DEPARTMENT STAFF UPDATES

A. Vacancies to be Filled On Professional Standards Board (PSB)

Currently there are nine vacancies on the Professional Standards Board. The Professional Standards Board is authorized by statute (RSA 186:60) to advise the State Board of Education regarding professional growth, certification, and governance of the education profession in the State. The State Board of Education plans to fill the following vacancies: Five vacancies under Teachers and Education Specialists; Three vacancies under Higher Education and Education Administration; and One vacancy under Qualified Lay Persons. For an application or for more information about the PSB go to www.education.nh.gov/state_board/prof_stand.htm.

Contact: Judith D. Fillion, (603) 271-3855, Judith.Fillion@doe.nh.gov

RESOURCES

A. Career Resources e-mail Subscription Service

The Economic and Labor Market Information Bureau of New Hampshire Employment Security has a free e-mail subscription service that will alert subscribers when new information is available about the New Hampshire economy, labor markets, workforce, and career information. When new information is posted, subscribers receive an e-mail with a brief description of the product and a link to the relevant page on the Bureau's Web site. One of the four topical areas for subscribers to choose is "Career Resources." This is a convenient way for educators and the training community to stay updated on our workforce information. To sign up or for more information go to www.nhes.nh.gov/elmi.

B. Center for College & Career Readiness Webinars

The Center for College & Career Readiness has a variety of free Webinars available. Please go to www.collegecareer.org/Webinar_Series/index.aspx for more information.

C. Helping Everyone Achieve Respect (H.E.A.R.)

H.E.A.R. is a bullying prevention program sponsored by the Army National Guard that is designed specifically for high school students. The 50 minute program was developed by subject matter experts from the University of Nebraska-Lincoln and Harvard Graduate School of Education and is offered to high schools at no cost. The New Hampshire Army National Guard already has the program and would be ready to present it as it is requested by high schools. For more information go to <http://project-hear.us> or contact Nathaniel Otto at NOtto@careertrain.com.

D. TenMarks Summer Math Program

The American Association of School Administrators (AASA) is collaborating with TenMarks, an Amazon company, to reverse the summer learning loss in math. AASA announced that TenMarks is making available the TenMarks Summer Math Program, at no cost, to students across the country. Research shows students lose two to three months of grade level math equivalency over the summer, which impacts their readiness for the next school year. The TenMarks Summer Math Program is personalized to guide students through a curriculum that meets their individual needs. Starting with a diagnostic assessment at their grade and skill level, the program automatically creates an individualized summer curriculum, designed to review concepts that a student must refresh from the year past, and introduces them to concepts for the year ahead. The program adapts with targeted interventions when it recognizes a need. TenMarks will also offer end of summer reports for families and districts to help inform curriculum and instruction for the new school year. AASA encourages school districts across the country to learn more about the free, online summer math program at <http://summermath.tenmarks.com>, where they can immediately access materials to inform families about the free program.

OTHER

Constitution Day Essay Contest

This contest is presented each fall by New Hampshire's daily newspapers and the state Supreme Court. It revolves around Constitution Day, Sept. 17th. It is open to students in grades 5-12 in New Hampshire or those in Maine, Massachusetts and Vermont who are served by the participating papers. Students are asked to write essays about a relevant Constitutional issue. Finalists and statewide winners are honored with a ceremony at the Court in the fall. Contest materials are mailed/e-mailed to teachers in the spring and fall. If you do not receive a mailing, you can obtain the 2014 essay question and other contest information at www.education.nh.gov/instruction/curriculum/social_studies/constitutionday.htm or www.courts.state.nh.us/student/contest.htm or contact David Tirrell-Wysocki at the Nackey S. Loeb School of Communications at dtwysocki@loeb.school.org.

Advanced Manufacturing Video Contest

The Advanced Manufacturing Video Contest is endorsed by the Governor's Office and coordinated through the Department of Resources and Economic Development. The effort encourages students and manufacturers to create videos illustrating "what's cool" about the manufacturing industry. Local manufacturers will host teams of eighth grade students who will design and film a video that they believe illustrates a renewed vision of the opportunities in manufacturing, and that would speak to student peers. The videos will then be submitted, and finalists chosen. Manufacturing offers exciting career pathways for the next generation

of students. This message also needs to be conveyed to the educators that will provide the necessary skills, and the parents who will support and encourage students considering this career path. Introductory information will be sent to schools by end of the school year, manufacturers will be recruited over the summer, with the contest beginning officially in the fall. Contest guidelines, and a Web site will be created over the summer, and full packages delivered to educators at the beginning of the school year. The contest will be completed by the end of the calendar year. For more information, contact Christopher Way of the Department of Resources and Economic Development at (603) 271-2341 or Christopher.Way@dred.nh.gov.

Digital Interventions for Document Disorganization

Participants in this workshop will learn how to use free interactive apps like QR Codes, Evernote, and LiveBinders to tame document disasters and create accessible educational learning environments. Learn how teachers, students, and parents can use these tools to stay organized (both in and out of the classroom) and to reduce their reliance on paper documents. This conference will take place at the Sheraton Harborside Hotel in Portsmouth on Friday, July 18, 2014. For more information, to download a brochure, and to register, please visit www.iod.unh.edu/events

21st Century Community Learning Centers Program, Title IV B, Awards:

The 21st Century Community Learning Center program awards competitive grants for expanded academic enrichment opportunities for children attending high poverty schools. The following are receiving July 1, 2014 Awards:

- **Barnstead** School District / Barnstead Parks & Recreation Commission and Oscar Foss Memorial Library
- **Berlin** School District / The Family Resource Center- Project Youth
- **Concord** School District / Concord Boys and Girls Club
- **Gorham, Randolph, Shelburne Cooperative** School District / Family Resource Center of Gorham
- **Manchester** School District / Bedford Youth Performing Company, City Year, and Student Conservation Association
- **Winchester** School District / Keene Housing Authority

The goal of the 21st CCLC program is to raise student academic achievement through the creation and expansion of community learning centers that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program. Grants are up to five years.

Contact: Suzanne Birdsall, (603) 520-6263, Suzanne.Birdsall@doe.nh.gov or
Christina MacDonald, (603) 271-7306, Christina.MacDonald@doe.nh.gov